

## TERM PROJECT GUIDELINES

1. Get good, **reliable information** and take note of your sources (at least: author, title, publisher and date. If it is a web source, you need to add the date you consulted and the url. Examples:

- J Dean. (2008, May 7). *When the self emerges: Is that me in the mirror?* [Web log comment]. Retrieved August 20, 2012 from <http://www.spring.org.uk/the1sttransport>
- *Psychology Video Blog #3* [Video file]. Retrieved May 13, 2013 from <http://www.youtube.com/watch?v=lqM90eQi5-M>
- *OLPC Peru/Arahuay*. (n.d.). Retrieved April 29, 2011 from the OLPC Wiki: [http://wiki.laptop.org/go/OLPC\\_Peru/Arahuay](http://wiki.laptop.org/go/OLPC_Peru/Arahuay).
  - (n.d.) means there is no date

2. **Organise** your ideas meaningfully. Follow a **clear structure** (introduction, body and conclusion) and use it to introduce your topic to the audience before you start developing the contents.

3. **Stay focussed** and don't stray off the topic.

4. Use some kind of **visual aids to help** the audience follow the presentation.

Don't write too much text and make sure it is easily read.

5. Make sure **the audience understands**, check if necessary.

6. Present a clear **conclusion or summary**.

7. **Acknowledge your sources**.

8. **Offer to answer questions**.

## TERM PROJECT CHECKLIST

### CONTENT

- I was well informed and I included necessary background information about the topic.
- There was a clear introduction which included the presentation basic structure.
- I organized ideas in a meaningful way and it was easy to follow.
- I stayed focused and did not stray off topic.
- The body of the presentation contained support for, or details about, the main point(s).
- I used helpful transitions and logical connectors between main points (e.g., "First of all...", "On the other hand...", "Therefore..", "Similarly..." etc.).
- I presented a logical conclusion (summary, call to action, statement based on information given...)

### PRESENTATION AIDS

- Presentation aids were a help for the audience, I did not read literally from them.
- They contained no spelling or grammatical errors.
- They were relevant to the speech.

- They reinforced main points.
- They were not distracting.
- They were easily viewed, read or heard by the entire audience.

#### ATTENTION TO THE AUDIENCE

- I spoke to the entire audience and maintained eye-contact most of the time.
- Pronunciation, voice and rate of speech were clear and easy to understand.  
The voice was not monotone, I marked emphasis when needed.
- My body language was not too tense or too relaxed.
- I used meaningful gestures and didn't fidget, rock back and forth, or pace.
- I interacted with the audience, clarified questions and corrected errors spotted.

#### SOURCES

- The resources I used were reliable and addressed the topic thoroughly and reflected different perspectives.
- They were referred to in the speech.
- I cited my sources using the required format.